# **New Payroll System, New Paycheck**

You will notice some changes in your paycheck (warrant) and earnings statements in 2006 because the state will have a new payroll computer system generating employee checks and statements.

The new Human Resource Management System (HRMS) will replace an old, inflexible system with a modern personnel and payroll application that will:

- Improve the state's ability to manage its human resources.
- Provide more and better data.
- Increase the capacity for future system enhancements.
- Ensure that the state is aligned with federal tax rules. (The developer will provide periodic upgrades that align the system with federal tax rules).

#### How will I be affected?

Most people won't notice significant changes, beyond a newly expanded earnings statement format. If you are a person that tracks payments and deductions to the penny, you may notice slight variations in the amounts on a per pay-period basis due to system calculation differences.

Actual paychecks (warrants) will look the same, but checks no longer will be attached to the small format earnings statement. If your paycheck is currently directly deposited, you will receive only the new letter-sized earnings statement.

## When will the changes occur?

Most employees will begin receiving earnings statements and checks produced by the new system in July 2006. However, the Department of Personnel will begin using the new system in February 2006, followed in April by an initial group of the following 23 agencies:

- 1. Administrative Office of the Courts
- 2. Office of Civil Legal Aid
- 3. Court of Appeals
- 4. Department of Agriculture
- 5. Department of Information Systems
- 6. Department of Natural Resources
- 7. Department of Retirement Systems
- 8. Department of Veterans Affairs
- 9. Joint Legislative Audit Review Committee
- 10. Joint Legislative Systems Committee
- 11. Joint Transportation Committee
- 12. Health Care Authority

- 13. House of Representatives
- 14. Office of Financial Management
- 15. Office of the Governor
- 16. Office of the State Treasurer
- 17. Parks and Recreation Commission
- 18. Permanent Statute Law Committee
- 19. Senate
- 20. Supreme Court
- 21. Utilities and Transportation Commission
- 22. Washington State Law Library
- 23. Washington State Patrol



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## What will I receive on pay day once my agency begins using the new system?

If you currently receive a printed check (warrant), you will receive both a printed paycheck and a newly expanded earnings statement.

Much like your bank statement, the new earnings statement will be printed on letter-sized paper and will contain more information than the old small-format statement. The new earnings statement no longer will be attached to your paycheck.

If your paycheck is currently directly deposited, you will no longer receive a "pay stub." You will receive only the new letter-sized earnings statement, which will include deposit information.

### Will deduction or payment amounts change?

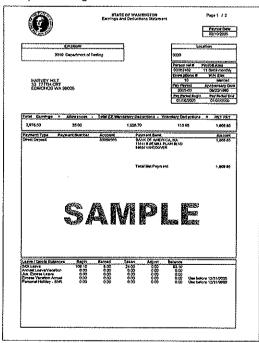
In addition to a new look, you may notice variances in deduction and payment amounts resulting from different calculation and rounding methods used by the new system.

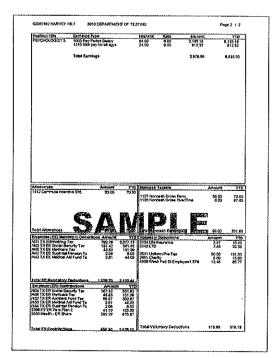
For example, the new system calculates taxes on an annualized basis, rather than per pay period like the old system. While this may result in slightly different withholding amounts when comparing a specific pay period, both calculations result in the same total annual withholdings.

## What if I have questions about my earnings statement?

If you have questions after receiving your new earnings statement, contact your agency payroll office. Payroll staff will receive information and tools prior to the time their agency employees will begin receiving the new earnings statements, so that agency payroll staff can respond to employee questions.

Sample earnings statement:





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This is just a visual sample. Does not reflect actual data.

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